OPEN TO: All Interested Candidates   **OPENING DATE:** August 17, 2012
TITLE: Administrative Assistant   **CLOSING DATE:** August 30, 2012
GRADE: GRADE: FSN-7 (Rs. 775,592 P.A. to Rs. 1,422,296 P.A.)   **AGENCY:** USAID
Position No: 80040-018   **LOCATION: ISLAMABAD**

BRIEF DESCRIPTION OF DUTIES: The incumbent serves as the Administrative Assistant to the USAID Program Office and is supervised by the Director, USAID Program Office in coordination with the Development Program Assistant. The incumbent provides a full range of secretarial and administrative support services to the Director Program Office and 33 other team members in the Program Office including USDHs, USPSCs/TCNs and FSNs. The Program Assistant assists with the data-entry of program related inputs from the various USAID technical offices. The incumbent assists in drafting of Modified Acquisition and Assistance Request Documents (MAARD) and Performs Global Acquisition & Assistance System (GLAAS) requestor and data input functions. Provides support and assistance to the Development Outreach team in preparing briefing packages or other outreach documentation and also assists in coordinating and making travel arrangements/ reservations, setting up schedules for field trips and other outreach-related event support for senior USAID Mission management. The incumbent coordinates all international and in-country travel requests for program-related staff and USAID TDYers. Reviews incoming correspondence and makes referrals to professional staff as appropriate. Drafts routine correspondence (e.g. faxes letters, cables, and diplomatic notes). Maintains the Program Office's official filing system, including project files for all programs and procurement/subject files for the respective CORs/AORs and G2G Program Managers. Screens phone calls and visitors, routes inquiries and ensures they are directed to the correct USAID staff.

QUALIFICATION REQUIRED:

EDUCATION: Completion of bachelor degree (a minimum of fourteen years of education) in business administration, management, economics, social sciences or related field from an accredited institution is required.

EXPERIENCE: A minimum of three years of progressively responsible Secretarial or Administrative Assistant experience is required. At least two years' work experience with the Government of Pakistan, a local/international NGO, or other multilateral/bilateral organization is required. Experience with on-the-job training in team support, protocol, social customs, and related diplomatic matters will be an added advantage.

LANGUAGE: Level IV English (fluent proficiency) Reading/Writing/Speaking in of English and Urdu is required. Incumbent should be able to prepare correspondence and standardized reports and to communicate effectively with English speaking staff members.

KNOWLEDGE: Knowledge of the development sector and assistance in Pakistan. Basic awareness of development issues in Pakistan. Knowledge/understanding of the nature and goal of the Programing activities. Should have sound understanding of concepts, principles and practices of the organization's documentation. Must know knowledge of formats for correspondence. Familiarity with local practices, including secretarial and administrative is also required. Should have good working knowledge of Pakistani Government organization and organization's regulations. Knowledge of basic office procedures is also required.

ABILITIES & SKILLS: Demonstrated ability to work collegially in a multi-cultural environment. Ability to effectively communicate and maintain necessary contacts with government, donor, NGOs and other officials to successfully carry out the work. Excellent organizational skills, attention to detail, and ability to perform under pressure. Strong desire to learn and adjust to the demands of the job is required. Able to store and disseminate documents, organize and maintain documentation classification systems, and identify constraints and provide remedies in information flow. A good typing speed and a proficiency in operating Microsoft Word, power point, Excel and conducting searches on the internet are required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed DS-174 (Application for Employment as LE Staff). Applications should be forwarded on the following email/mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop. Applications can also be submitted by email at **FSNIslamabad@usaid.gov**. While submitting through email, the Vacancy Announcement Number (e.g. 11-115) must be mentioned in the subject line.

Human Resources Unit, Executive Office, USAID/Pakistan
U.S. Embassy, Diplomatic Enclave, Islamabad

Applications received after the closing date and incomplete applications will not be considered. Applications not submitted on the prescribed application form and on the given email/mailing address will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.

2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFMs (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: August 30, 2012

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.